

From: Gau, David
Sent: Thursday, September 27, 2007 9:16 AM
To: +All HQ Employees
Cc: Cazadd, Kristine; Gore, Anita
Subject: RE: Water Intrusion Mitigation Update

Employees who work on the 22nd and 23rd floors have been sent home today as a precaution while we wait for results of air sample tests taken last night. The results are expected later today. These employees are asked to check the emergency phone line at 888-668-8839 for updates or contact their supervisors. As necessary, and as space permits, employees will be relocated from these floors. Individual employees will be notified of any relocation needed. Those that are able to tele-work are being asked to do so.

All other floors in the Board of Equalization headquarters facility are open for business.

The HVAC system on the affected areas of the 22nd and 23rd floors has been temporarily shut down so air from those floors is not being circulated throughout the building.

Employees will be updated as information becomes available.

Thank you for your patience.

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From: Gau, David
Sent: Thursday, September 27, 2007 6:51 PM
To: +All HQ Employees
Subject: Building Update

Air and swab testing will continue on the 22nd floor Friday, September 28, 2007. Employees who normally work on the 22nd and 23rd floors will be temporarily relocated while the investigation continues. Final test results are expected soon. Those employees who currently telework will continue to do so. All other BOE headquarter employees will work as normal. More specific reporting details for Friday have been updated on the emergency number (888-668-8839). Thank you for your continued cooperation. You will be kept informed of new details as they become available.

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